

IPITSA

Information Privacy and IT Security Training

The **Health Information Act** requires everyone at AHS (including our staff, physicians, students, volunteers and contracted affiliates) to be responsible for protecting the confidential health and personal information of our patients, co-workers, the public, and AHS business information and to complete mandatory privacy awareness training prior to commencing duties and recurrent every three years.

If you already have an AHS network account:

1. Navigate to My Learning Link (MLL) and login using your AHS network account <https://mylearninglink.albertahealthservices.ca/elearning/bins/index.asp>.
 - a. If you are unable to login to MLL, please email MedicalStaff.MLLAccess@ahs.ca.
 - b. If you are having issues with MLL, please contact HelpMyLearningLink@ahs.ca.
2. Select “Courses & Registration”.
3. Search for “InfoCare”.
4. Select “Annual Continuing Education (ACE): InfoCare - On Our Best Behaviours” and click “Register”.
5. Then navigate to “Learning Home \ My Courses” and select the module to launch it.
The module uses the Adobe Captivate browser plugin.

At the end of the module you will be asked to review and electronically accept the AHS Confidentiality & User Agreement. Please save a screenshot showing you completed the module and email it to CAL.MedicalEducationOffice@ahs.ca or CAL.MedicalStaffOffice@ahs.ca with your privileges request. If the system doesn't record the module as complete please also complete an online attestation <https://survey.albertahealthservices.ca/TakeSurvey.aspx?SurveyID=mLLK9m95H>.

If you DO NOT have AHS network account:

1. Medical Affairs is working on a solution to provide access to My Learning Link (MLL) earlier in the application process.
2. If you do not already have MLL access from a current/previous role and need to expedite your clinical access, please complete the legacy, external module:
 - a. Navigate to the external page <http://www.albertahealthservices.ca/info/Page3962.aspx>.
 - b. Watch the Information & Privacy and IT Security & Awareness video.
The video is in a Windows codec, so Mac users may need to download a free video player.
 - c. Complete the online learning module. (~30 minutes)
 - d. Print, sign, and email the **Confidentiality & User Agreement** (2 pages) presented at the end of the module to CAL.MedicalEducationOffice@ahs.ca or CAL.MedicalStaffOffice@ahs.ca.
3. Once you have MLL access, you will be asked to complete the new training in MLL.

Physicians may be eligible to obtain CME credit

Royal College of Physicians and Surgeons of Canada (RCPSC) credit categories:

<http://www.royalcollege.ca/rcsite/cpd/moc-program/cpd-activities-can-record-e>

For RCPSC, the training would be considered Self-learning (under Section 2). The online video would be considered scanning valued at 0.5 credits, but if a write-up is completed in Mainport as a personal learning project (including a learning objective, what was done, and how it affects practice) 2 credits may be claimed for each hour of time spent.

College of Family Physicians of Canada (CFPC) credit categories:

<https://www.cfpc.ca/Mainpro+ intro/>.

Review non-certified activities – category 2; family physicians can claim 1 credit per hour or part thereof.